UNITED STATES DISTRICT COURT
DISTRICT OF MAINE

INFORMATION FOR PRO SE PARTIES

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<u>This information is intended only as an informative and practical resource. It cannot take the place of an attorney's legal advice, nor will it answer all of your questions about what you need to do to represent yourself as a *pro se* litigant.</u>

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INTRODUCTION

This information is for individuals who are representing themselves in civil actions in the District of Maine without the assistance of an attorney. Parties who choose to represent themselves are referred to as *pro se* parties or *pro se* litigants. *Pro se* means "for yourself."

As a *pro se* litigant, you are representing yourself and can present only your own claims and defenses. Under the law, you generally cannot speak for another person or an entity such as a company or business. A *pro se* litigant also may not authorize another person who is not an attorney to appear for them. This includes a spouse, relative or another party.

DISTRICT OF MAINE

The United States District Court for the District of Maine has offices in Portland and in Bangor. Four district judges and one full-time magistrate judge hold court in Portland, and one district judge and one full-time magistrate judge hold court in Bangor. However, all judicial officers have district-wide powers and occasionally they alternate their locations to hold court.

The judicial officers in the District of Maine are:

District Judges:

Portland	**Bangor**
Nancy Torresen, Chief Judge	John A. Woodcock, Jr.
George Z. Singal	
D.Brock Hornby	
Jon D. Levy	

Magistrate Judges:

Portland	**Bangor**
John H. Rich III	John C. Nivison

The magistrate judges are appointed by the district judges to assist in the handling of cases. Both full-time magistrate judges can perform the full range of duties permitted by law, including holding jury and non-jury trials. A consent to trial before a magistrate judge will ordinarily mean that the case will be assigned for trial on a specific date, which can be an attractive alternative to having the case otherwise placed on a long list of cases for a district judge.

Cases are filed either in Bangor or Portland depending on the county in which the lawsuit arises. Cases arising out of Aroostook, Franklin, Hancock, Kennebec, Penobscot, Piscataquis, Somerset, Waldo and Washington counties are filed and ordinarily tried in Bangor. Those cases arising out of Androscoggin, Cumberland, Knox, Lincoln, Oxford, Sagadahoc and York counties are filed and tried in Portland. However, an exception to the filing rule provides that Knox County cases brought by inmates at the Maine State Prison in Warren must be filed in Bangor and are automatically referred to the magistrate judge in Bangor. Each judge oversees his/her own caseload. A case manager is assigned to each district judge; and the case manager is responsible for recording the pleadings and court proceedings on the docket, scheduling conferences and trials, and performing

courtroom work for that judge. All case-related inquiries should be directed to one of the case managers to whom the case is assigned. **It is not permissible to write or telephone directly the judge assigned to your case.**

The Clerk's Office addresses and phone numbers are:

Bangor Cases:

Clerk, U.S. District Court
Margaret Chase Smith Federal
Building & Courthouse
202 Harlow Street, 3rd Floor
Bangor, ME 04401
(207) 945-0575

Portland Cases:

Clerk, U.S. District Court
Edward T. Gignoux, U.S. Courthouse
156 Federal Street
Portland, ME 04101
(207) 780-3356

RESPONSIBILITIES OF THE PRO SE LITIGANT

As a *pro se* litigant, you have certain responsibilities and take on certain risks. You must make sure all the documents filed with the Court comply with the Federal Rules of Civil Procedures (Fed. R. Civ. P.) and Local Rules for District of Maine. The fact that you do not have an attorney does NOT relieve you of this obligation. The attorneys who practice in this Court are skilled and experienced lawyers who have a comprehensive understanding of the requirements of federal trial practice.

The following list of responsibilities is not intended to be exhaustive, and only provides a few examples of the manner in which *pro se* litigants are expected to conduct themselves when pursuing an action in this Court:

1. You are required to diligently prosecute your lawsuit. Unless and until you obtain an attorney to represent you, it is your responsibility to do everything necessary to prepare your case for trial. This includes, but is not limited to, responding to discovery requests and motions. If the case goes to trial, it will also be your responsibility to present your case in court.

2. Do not expect any correspondence or orders from the Court instructing you how to pursue your lawsuit. If you fail to follow established procedures and orders issued by the Court, your case may be subject to dismissal.

3. The original, signed version of all pleadings must be filed with the Court; each attorney's or *pro se* litigant's name must be typed or printed <u>and</u> <u>signed</u> on the last page of every pleading. Pursuant to F.R.Civ.P. 5, you are required to serve each litigants' attorney (or the defendant, if that defendant is also appearing *pro se*) with copies of all pleadings and motions filed with the Court. Likewise, each litigant or the opposing party attorney, is required to serve you with copies of all pleadings and motions filed on behalf of the party s/he is representing.

4. The title of each pleading must be included in the caption, and the docket number must be written on each document.

5. Rule 5.2 of the Federal Rules of Civil Procedure provides that any document filed with the Court whether a complaint, motion, answer, or other document, that contains, an individual's Social Security number, taxpayer-identification number, birth date, the full name of an individual known to be a minor, or a financial account number must be "redacted." This means that BEFORE you file the document with the Court you must make sure that the document contains only the last four digits of the Social Security or taxpayer number, only the year of the individual's birth, only the minor's initials and only the last four digits of the financial account number. **THE PERSON FILING THE DOCUMENT IS RESPONSIBLE FOR MAKING THESE REDACTIONS.** The reason for this rule is to protect an individual's privacy because all filings submitted to the Court, whether electronic or in paper format, will appear on the PACER docket and be publicly available.

6. You must keep the Court and the other party advised of any change of your address or telephone number. This is done by providing a Notice of Change of Address in writing. Failing to do so may result in the imposition of sanctions, which could include the dismissal of your case.

7. You should retain a copy of all documents submitted to the Court for your records. The Court or Clerk's Office cannot provide copies to you free of charge. There are fees associated with providing photocopies.

Rule 11 of the Federal Rules of Civil Procedure prohibits filing lawsuits that are clearly frivolous or filed with the intent to harass another individual. If, after reviewing your complaint, the Court determines that you have filed a lawsuit for an improper or clearly unnecessary purpose, it may impose sanctions against you. Those sanctions may include ordering you to pay a fine or pay the legal fees of the person or persons against whom you filed the lawsuit.

Court staff cannot provide you with legal advice or tell you what you "should" or "could" do in any given situation. The Clerk's Office is not allowed to fill out any forms for you or to give you free copies of documents. This means, for example, that the Clerk's staff cannot do any of the following:

- recommend a legal course of action or suggest ways to help you win your case;
- predict how or when a district or magistrate judge may decide any issue;
- interpret the meaning of any judicial order;
- interpret the law or federal or local rules;
- calculate response times or deadlines;
- conduct legal research; or
- provide free copies of documents.

RESOURCES

Where can you get legal advice?

If you decide that you do not wish to represent yourself but do not know a lawyer who can assist you, you should consult the Yellow Pages of your telephone directory or call the Maine State Bar Association Lawyer Referral Service (1-800-860-1460). If your income qualifies, you may be eligible for free or low cost legal assistance from an office of the Pine Tree Legal Assitance, or from the Volunteer Lawyers Project of Maine (1-800-442-4293 or 207-774-4348). If you are over 60 years old, you may be eligible for legal assistance from an office of the Legal Services for the Elderly (1-800-750-5353).

ELECTRONIC CASE FILING INFORMATION

The Court has the capacity to accept pleadings filed electronically through the Internet. A non-prisoner who is a party to a civil action and who is not represented by an attorney may submit an Electronic Case Filing (ECF) registration form. A registration form is attached to the appendix section of this document. Prior to submitting an application, you must confirm that you meet the system requirements needed to file and receive electronic documents, and review the on-line User Manual and the Administrative Procedures Governing the Filing and Service by Electronic Means. By registering to file electronically you are also consenting to be served electronically, in accordance with the provisions of F.R.Civ.P. 5(b)(2)(E), and you will **no longer** receive documents filed with the Court or by the Court in the mail.

TYPES OF CASES FILED IN FEDERAL COURT

The United States District Court for the District of Maine is a federal court. Federal courts only have jurisdiction, or legal authority, to hear certain types of cases. As is the case in all federal courts, this Court is generally authorized to hear disputes that fall into the following four categories:

1. Those that deal with a question involving the United States Constitution. The federal courts hear specific types of cases described in the U.S. Constitution or specifically provided for by Congress;

2. Those that involve questions of federal law. Federal laws may cover issues not addressed by state laws, such as interstate commerce, damages at sea, labor laws, environmental matters, agriculture, federal tax matters, and many other areas;

3. Those that involve the United States as a party, whether as a plaintiff or defendant; and

4. Those that involve a dispute among residents of different states with an amount in controversy exceeding $75,000, which is considered diversity of citizenship. For example, if you live in Maine and you file a lawsuit against a defendant who lives in Virginia, then there would be "diversity." If your case is worth less than $75,000 you may need to file it in state court. If the other party, or the Court, questions whether your case is worth more than $75,000 or whether "diversity" exists, you may need to provide evidence supporting your case before you can proceed.

If your complaint does not fall under any of these categories, the federal court may not be the appropriate venue to pursue your claims. It will be your burden to demonstrate that your case belongs in federal court.

PRACTICES AND PROCEDURES

HOW TO FILE A CASE:

A civil action is initiated upon the filing of a Complaint. The following documents must be filed:

1. One (1) Original Complaint. The complaint is the document that the plaintiff files to initiate a lawsuit. You may write your own complaint or use the blank Complaint Form attached to the appendix section of this document. A complaint does not need to be typewritten, but must be legible if handwritten. It must be submitted on 8 ½″ x 11″ paper. The complaint should contain:

1) a caption or heading specifying the court in which it is being filed. All plaintiffs and defendants must be listed in the caption of the complaint.

2) a title, i.e. —Complaint

3) numbered paragraph(s) for *each* plaintiff containing the name and address of that plaintiff.

4) numbered paragraph(s) for *each* defendant containing the name and address of that defendant. You must indicate whether each defendant is being sued in his/her individual capacity, official capacity, or both.

5) a numbered paragraph stating why this Court has jurisdiction, or legal authority, to decide the case.

6) numbered paragraph(s) containing a statement of facts that are alleged to have caused the damage claimed. These allegations, or claims, should include a short and plain statement of the facts and why you contend you are entitled to relief. There should be a separate numbered paragraph for each factual allegation made. The statement of facts should include a description of what the defendant(s) did or failed to do and how those acts or omissions caused injury or damage, as well as a description of any injury sustained and what medical treatment, if any, was required. Names, dates, and events should be described accurately. Failure to allege facts demonstrating that each defendant was personally involved in and/or responsible for the alleged incident or harm may result in dismissal of that defendant or the case.

7) the date, with an **original** signature, followed by your complete mailing address and telephone number. You should exercise care to assure that all statements are true and accurate.

There is no jury fee in federal court. However, if a jury trial is desired, a jury demand must be filed as a separate pleading at the outset or requested in the

complaint and included in the title of the complaint. In some kinds of cases, such as tort actions against the United States, jury trials are not available.

2. A Civil Cover Sheet (Form JS-44) with an **original** signature must accompany the complaint. Instructions for completing this form may be found on the second page of the JS-44. JS-44 Forms are available on the Court's website (www.med.uscourts.gov) or at any Clerk's Office location. A blank Civil Cover Sheet is attached to the appendix section of this document.

3. Notice of *Pro Se* Appearance form with an **original** signature. A Notice of *Pro Se* Appearance form is attached.

4. Filing Fee or Motion to Proceed *In Forma Pauperis*. As of May 1, 2013, the current filing fee is $400. A credit card, money order, cashier's check, personal checks or cash are acceptable forms of payment. If you are unable to afford the filing fee and service costs, you may ask the Court to waive those fees and costs. To request this, you must file an Application for Leave to Proceed *In Forma Pauperis* and supporting affidavit. An affidavit is a document that you will need to swear under oath is true and accurate. The application and affidavit must be typewritten or legibly handwritten and include an original signature. Blank application and affidavit forms are available on the Court's website (www.med.uscourts.gov) or at any Clerk's Office location. A form Application for Leave to Proceed *In Forma Pauperis* is attached to the appendix section of this document.

After you have completed the complaint and supporting documentation, the deputy clerk who is helping you will review the documents in your case to make sure that all of the questions have been answered on the forms. If everything is in order, and you are paying the filing fee, the deputy clerk will:

1. File stamp your documents (the file stamp shows the date and time you filed the case).

2. Assign a case number and judges (both a district judge and a magistrate judge). The case number (for example, 1:12-cv-123-JAW) is broken down into four parts: whether the case is a Bangor (1) or a Portland (2); the year the case was filed (e.g. 2012); the sequence of case (here, 123); and the judge to which the case has been assigned: Hornby (DBH), Levy (JDL), Singal (GZS), Torresen (NT) or Woodcock (JAW).

3. Provide notice of lawsuit and waiver of service forms or sign summon(s) form (if requested), and;

4. Write you a receipt for the $400.00 filing fee.

If you are asking that the filing fee be waived, the Clerk will not issue any summons forms when you file your case. Instead, a judge will first conduct an initial review to decide if a) your filing fee should be waived and b) your complaint is subject to dismissal. If the Court dismisses your complaint, your case is over. Neither the Judge nor the Clerk will take any further action in your case.

If the Court determines that your case should proceed and grants your Application for Leave to Proceed *In Forma Pauperis,* the Court will issue an order for service instructing the Clerk's Office to prepare the necessary paperwork and forward it to the United States Marshal Service where they will effect service on your behalf. **It is your obligation to provide the Court with an address(es) where the defendant(s) can be served.**

If the Court **denies** your Application for Leave to Proceed *In Forma Pauperis*, the Court will send you an order in the mail telling you when the filing fee must be paid. **Your case may be dismissed if you fail to pay the filing fee by the date ordered.** If you are required to pay the fee, then you must make arrangments to serve the defendants with your complaint.

SERVICE OF THE COMPLAINT

As provided in F.R.Civ.P.4(d), a plaintiff will ordinarily request that the defendant waive formal service (that is, the formal delivery of the complaint or other papers to the defendant, officially notifying the defendant of the action). Generally, a plaintiff will send the defendant a copy of the complaint together with a Notice of Lawsuit and Request for Waiver. (The notice and waiver forms are available in the Clerk's Office and on the Court's website www.med.uscourts.gov). The defendant will sign the waiver of service and return it to the plaintiff who will file it with the Court. The action will thereafter proceed as if service of a summons and complaint had been made. If the defendant does not waive service, the plaintiff must complete a summons, present it to a deputy clerk to sign and seal, and then have it served upon the defendant in accordance with F.R.Civ.P. 4. If the plaintiff has been granted leave to proceed in forma pauperis, the Court may order that service of the complaint be completed by the Clerk's Office.

PROCEEDINGS AFTER SERVICE

DEFENDING A CIVIL CASE/ANSWER TO COMPLAINT

The party who is the defendant in a lawsuit is the person against whom relief or recovery is sought. Keep in mind that you should seriously consider obtaining professional legal assistance. The answer is the formal written statement responding to the complaint setting forth the grounds for a defense. For more information on who can provide legal services, see the "RESOURCES" section of this document. The Federal Rules of Civil Procedure set a deadline for a defendant to answer or respond to a complaint. Typically, a defendant must file an answer or responsive motion within 21 days after being served with the summons and

complaint. If a defendant receives a request to waive service, and he/she elects to waive formal service he/she must return the form to the plaintiff within 30 days of the date the Notice of Lawsuit and Request for Waiver was mailed to the defendant. If the defendant signs the "Waiver of Service," he/she is allowed 60 days from the date the plaintiff mailed the waiver to respond to the complaint. The defendant may file his/her answer or responsive motion by mailing or bringing it to the Clerk's Office. The defendant's response shall include the case caption that appears on the complaint. The answer should state any defenses he/she has to the plaintiff's claims and admit or deny the allegations in the complaint. The defendant can request a jury trial, and the request can be incorporated within the answer.

The defendant must mail a copy of everything he/she files with the Court to the plaintiff's attorney or the plaintiff (if he or she is *pro se*) and to any additional parties. The defendant must attach a certificate of service to these documents. A sample of a certificate of service is attached to the appendix of this document.

If the defendant has been served with a summons and complaint or he/she was served with a complaint and agreed to waive service and does not file an answer or other response with the Court, the plaintiff may ask the Clerk of Court to enter default and the Court to order a default judgment against you.

SCHEDULING ORDERS

After the defendant(s) have entered their appearance in your case, either by filing an answer or a motion, the Court will file a Scheduling Order. If a defendant files a motion to dismiss your complaint, the Court will ordinarily decide that motion before issuing a Scheduling Order. The Scheduling Order will set deadlines for doing or filing certain things in your case. It includes deadlines for discovery

(getting information from each other about the case), filing motions, and when the case will be ready for trial.

MOTIONS

A motion is a request to the Court for an order directing certain action. For example, you may ask the judge to grant you an extension of time to file a document. Another example is a dispositive motion, such as a motion to dismiss, motion for summary judgment, or motion for judgment on the pleadings. A dispositive motion may resolve an issue or end the case before trial. Every motion should include the case caption, state the specific reason(s) for the request made, and state what relief or action the movant is requesting. Motions must be submitted separately from other filings and contain the word "motion" in the title. A motion must also incorporate a memorandum of law explaining why the party filing the motion is entitled to relief, with appropriate legal citations. A non-dispositive motion with incorporated memorandum, or in opposition to a non-dispositive motion, shall not exceed ten (10) pages. A dispositive motion with memorandum, or in opposition to a dispositive motion, shall not exceed twenty (20) pages. Reply memoranda shall not exceed seven(7) pages. For more information, see Local Rule 7.

Motions can be decided without oral argument (hearing). Parties may make a written request for oral argument, but the decision whether to hold oral argument is within the discretion of the presiding judge.

As with all other documents filed with the Court, you must provide a copy of the motion and incorporated memorandum to each party. These documents must include a certificate of service.

Motions often require a great deal of time and effort from the Court. For this reason, motions should not be made frivolously as such filings could result in sanctions from the Court.

DISCOVERY

Discovery is the process of obtaining relevant information from the opposing party or from non-party witnesses. Discovery is allowable in most civil cases, but not in Social Security appeals. The process of discovery is governed by Rules 26 through 37 of the Federal Rules of Civil Procedure, as well as Local Rule 26. The Scheduling Order will contain a deadline for the completion of discovery. There are many different ways to obtain discovery. The most common ways include:

- interrogatories (written questions to the opposing party)
- requests for production of documents from the opposing party
- depositions (a recorded questioning of a party or a potential witness under oath)

If your case involves discovery, here are some things you should know:

- Make discovery requests promptly, so the party to whom the discovery is directed has sufficient time to answer or object before the discovery deadline.
- Respond to any discovery requests you receive. A party who does not respond to a discovery request may be subject to sanctions.
- Do not send copies of discovery requests and answers to the Court, unless you are directed to do so by the Court.

PROCEEDINGS AFTER TRIAL OR GRANTING DISPOSITIVE MOTION

JUDGMENT

Once all issues in the case have been determined, a document entitled "Judgment" shall be entered by the Clerk's Office in accordance with Rule 59 of the Federal Rules of Civil Procedures and the case will be closed.

BILL OF COSTS

The party that ultimately wins a lawsuit may be awarded certain costs of litigation. These costs are assessed by the Court and must be paid by the losing party. If the plaintiff wins the case, a Bill of Costs may be filed against the defendant(s). If the plaintiff loses, however, the defendant(s) may file a Bill of Costs against the plaintiff. These costs, which are explained more fully at 28 U.S.C. § 1920 and Local Rule 54.3, include expenses such as deposition(s), printing, witness fees, and other costs. Even if the plaintiff was granted leave to file *in forma pauperis*, costs may be assessed if the defendant prevails. To obtain more information on the District of Maine's Guidelines for Bill of Costs, click on the link Guideline for Bill of Costs.

APPEAL

If you intend to appeal the decision or verdict of the judge or jury, you should carefully review the Federal Rules of Appellate Procedure (Fed. R. App. P.).

If a party believes a jury verdict or decision rendered by the Court was incorrect, the appeal is decided by the United States Court of Appeals for the First Circuit in Boston, Massachusetts. An appeal of a decision is commenced by filing a Notice of Appeal with this Court. The Notice of Appeal should contain a description of the party or parties filing the appeal, a description of the judgment or order or the part

of the order or judgment appealed from, and the name of the court to which the appeal is taken. If more than one party wishes to appeal the decision or verdict, each party must file a separate notice of appeal.

The fee for filing a Notice of Appeal is $505 unless the person filing the appeal has been granted *in forma pauperis* status. Unless the district court certifies that the appeal was not taken in good faith, a party who has previously been granted *in forma pauperis* status in the case need not file a new motion to proceed *in forma pauperis* on appeal. Fed. R. App. P. 24(a)(3).

DEFINITIONS OF COMMON LEGAL WORDS

***AS DEFINED BY THE ADMINISTRATIVE OFFICE OF THE UNITED STATES COURTS**
HTTP://WWW.USCOURTS.GOV/COMMON/GLOSSARY.ASPX

Affidavit
A written or printed statement made under oath.

Answer
The formal written statement by a defendant in a civil case that responds to a complaint, articulating the grounds for defense.

Article III Judge
An Article III Judge also referred to as a District Judge is a federal judge who is appointed for life, during "good behavior," under Article III of the Constitution. Article III judges are nominated by the President and confirmed by the Senate.

Brief
A written statement submitted in a trial or appellate proceeding that explains one side's legal and factual arguments.

Burden of Proof
The duty to prove disputed facts. In civil cases, a plaintiff generally has the burden of proving his or her case. In criminal cases, the government has the burden of proving the defendant's guilt.

Clerk of Court
The court officer who oversees administrative functions, especially managing the flow of cases through the court.

Complaint
A written statement that begins a civil lawsuit, in which the plaintiff details the claims against the defendant.

Damages
Money that a defendant pays a plaintiff in a civil case if the plaintiff has won. Damages may be compensatory (for loss or injury) or punitive (to punish and deter future misconduct).

Default judgment
A judgment awarding a plaintiff the relief sought in the complaint because the defendant has failed to appear in court or to otherwise respond to the complaint.

Defendant
An individual (or business) against whom a lawsuit is filed.

Deposition
An oral statement made before an officer authorized by law to administer oaths. Such statements are often taken to examine potential witnesses, to obtain discovery, or to be used later in trial.

Deputy Clerk
A deputy clerk, also referred to as a case manager in the District of Maine, works under the supervision of the Clerk of Court. A deputy clerk performs a variety of procedures relating to the preparation and processing of court cases. A deputy clerk executes such tasks as record keeping, docketing, filing, and maintaining exhibits for the Court.

Discovery
Procedures used to obtain disclosure of evidence before trial.

Dismissal with prejudice
Court action that prevents an identical lawsuit from being filed later.

Dismissal without prejudice
Court action that allows a later filing.

Docket
A log containing the complete history of each case in the form of brief chronological entries summarizing the court proceedings.

Ex Parte
A proceeding brought before a court by one party only, without notice to or challenge by the other side.

Federal Question Jurisdiction
Jurisdiction given to federal courts in cases involving the interpretation and application of the U.S. Constitution, acts of Congress, and treaties.

File
To place a paper in the official custody of the Clerk of Court to enter into the files or records of the case.

In forma pauperis
"In the manner of a pauper." Permission given by the Court to a person to file a case without payment of the required court fees because the person cannot pay them.

Interrogatories
A form of discovery consisting of written questions to be answered in writing and under oath.

Judgment
The official decision of a court finally resolving the dispute between the parties to the lawsuit.

Jurisdiction
The legal authority of a court to hear and decide a certain type of case. It also is used as a synonym for venue, meaning the geographic area over which the court has territorial jurisdiction to decide cases.

Lawsuit
A legal action started by a plaintiff against a defendant based on a complaint that the defendant failed to perform a legal duty which resulted in harm to the plaintiff.

Litigation
A case, controversy, or lawsuit. Participants (plaintiffs and defendants) in lawsuits are called litigants.

Magistrate Judge
A judicial officer of a district court who conducts initial proceedings in criminal cases, decides criminal misdemeanor cases, conducts many pretrial civil and criminal matters on behalf of district judges, and decides civil cases with the consent of the parties.

Moot
Not subject to a court ruling because the controversy has not actually arisen, or has ended.

Motion
A request by a litigant to a judge for a decision on an issue relating to the case.

Oral argument
An opportunity for lawyers to summarize their position before the court and also to answer the judges' questions.

Plaintiff
A person or business that files a formal complaint with the court.

Pleadings
Written statements filed with the court that describe a party's legal or factual assertions about the case.

Sanction
A penalty or other type of enforcement used to bring about compliance with the law or with rules and regulations.

Service of Process
The delivery of writs or summonses to the appropriate party.

Settlement
Parties to a lawsuit resolve their dispute without having a trial. Settlements often involve the payment of compensation by one party in at least partial satisfaction of the other party's claims, but usually do not include the admission of fault.

Statute
A law passed by a legislature.

Statute of Limitations
The time period within which a lawsuit must be filed or a criminal prosecution begun. The deadline can vary, depending on the type of civil case or the crime charged.

Summary Judgment
A decision made on the basis of statements and evidence presented for the record without a trial. It is used when it is not necessary to resolve any factual disputes in the case. Summary judgment is granted when – on the undisputed facts in the record – one party is entitled to judgment as a matter of law.

The Administrative Office of the U.S. Courts has created a number of forms available to pro se litigants. They can be found at http://www.uscourts.gov/forms/pro-se-forms .

About These Forms

1. **In General.** This and the other pleading forms available from the www.uscourts.gov website illustrate some types of information that are useful to have in complaints and some other pleadings. The forms do not try to cover every type of case. They are limited to types of cases often filed in federal courts by those who represent themselves or who may not have much experience in federal courts.

2. **Not Legal Advice.** No form provides legal advice. No form substitutes for having or consulting a lawyer. If you are not a lawyer and are suing or have been sued, it is best to have or consult a lawyer if possible.

3. **No Guarantee.** Following a form does not guarantee that any pleading is legally or factually correct or sufficient.

4. **Variations Possible.** A form may call for more or less information than a particular court requires. The fact that a form asks for certain information does not mean that every court or a particular court requires it. And if the form does not ask for certain information, a particular court might still require it. Consult the rules and caselaw that govern in the court where you are filing the pleading.

5. **Examples Only.** The forms do not try to address or cover all the different types of claims or defenses, or how specific facts might affect a particular claim or defense. Some of the forms, such as the form for a generic complaint, apply to different types of cases. Others apply only to specific types of cases. Be careful to use the form that fits your case and the type of pleading you want to file. Be careful to change the information the form asks for to fit the facts and circumstances of your case.

6. **No Guidance on Timing or Parties.** The forms do not give any guidance on when certain kinds of pleadings or claims or defenses have to be raised, or who has to be sued. Some pleadings, claims, or defenses have to be raised at a certain point in the case or within a certain period of time. And there are limits on who can be named as a party in a case and when they have to be added. Lawyers and people representing themselves must know the Federal Rules of Civil Procedure and the caselaw setting out these and other requirements. The current Federal Rules of Civil Procedure are available, for free, at www.uscourts.gov.

7. **Privacy Requirements.** Federal Rule of Civil Procedure 5.2 addresses the privacy and security concerns over public access to electronic court files. Under this rule, papers filed with the court should not contain anyone's full social-security number or full birth date; the name of a person known to be a minor; or a complete financial-account number. A filing may include only the last four digits of a social-security number and taxpayer identification number; the year of someone's birth; a minor's initials; and the last four digits of a financial-account number.

IN THE UNITED STATES DISTRICT COURT
FOR THE DISTRICT OF _____
(Write the District and Division, if any, of the court in which the complaint is filed.)

_____
_____
_____

(Write the full name of each plaintiff who is filing this complaint. If the names of all the plaintiffs cannot fit in the space above, please write "see attached" in the space and attach an additional page with the full list of names.)

-against-

_____
_____
_____

(Write the full name of each defendant who is being sued. If the names of all the defendants cannot fit in the space above, please write "see attached" in the space and attach an additional page with the full list of names.)

Complaint for a Civil Case

Case No. _____
(to be filled in by the Clerk's Office)

Jury Trial: ☐ Yes ☐ No
(check one)

I. The Parties to This Complaint

A. The Plaintiff(s)

Provide the information below for each plaintiff named in the complaint. Attach additional pages if needed.

Name _____

Street Address _____

City and County _____

State and Zip Code _____

Telephone Number _____

E-mail Address _____

B. The Defendant(s)

Provide the information below for each defendant named in the complaint, whether the defendant is an individual, a government agency, an organization, or a corporation. For an individual defendant, include the person's job or title (if known). Attach additional pages if needed.

Defendant No. 1

Name _____

Job or Title (if known) _____

Street Address _____

City and County _____

State and Zip Code _____

Telephone Number _____

E-mail Address (if known) _____

Defendant No. 2

Name _____

Job or Title (if known) _____

Street Address _____

City and County _____

State and Zip Code _____

Telephone Number _____

E-mail Address (if known) _____

Defendant No. 3

Name _____

Job or Title (if known) _____

Street Address _____

City and County _____

State and Zip Code _____

Telephone Number _____

E-mail Address (if known) _____

Defendant No. 4

Name _____

Job or Title (if known) _____

Street Address _____

City and County _____

State and Zip Code _____

Telephone Number _____

E-mail Address (if known) _____

II. Basis for Jurisdiction

Federal courts are courts of limited jurisdiction (limited power). Generally, only two types of cases can be heard in federal court: cases involving a federal question and cases involving diversity of citizenship of the parties. Under 28 U.S.C. § 1331, a case arising under the United States Constitution or federal laws or treaties is a federal question case. Under 28 U.S.C. § 1332, a case in which a citizen of one State sues a citizen of another State or nation and the amount at stake is more than $75,000 is a diversity of citizenship case. In a diversity of citizenship case, no defendant may be a citizen of the same State as any plaintiff.

What is the basis for federal court jurisdiction? *(check all that apply)*

☐ Federal question ☐ Diversity of citizenship

Fill out the paragraphs in this section that apply to this case.

A. If the Basis for Jurisdiction Is a Federal Question

List the specific federal statutes, federal treaties, and/or provisions of the United States Constitution that are at issue in this case.

_____

_____

_____

B. If the Basis for Jurisdiction Is Diversity of Citizenship

1. The Plaintiff(s)

a. If the plaintiff is an individual

The plaintiff, *(name)* _____, is a citizen of the State of *(name)* _____.

b. If the plaintiff is a corporation

The plaintiff, *(name)* _____, is incorporated under the laws of the State of *(name)* _____, and has its principal place of business in the State of *(name)* _____.

(If more than one plaintiff is named in the complaint, attach an additional page providing the same information for each additional plaintiff.)

2. The Defendant(s)

a. If the defendant is an individual

The defendant, *(name)* _____, is a citizen of the State of *(name)* _____. *Or* is a citizen of *(foreign nation)* _____.

b. If the defendant is a corporation

The defendant, *(name)* _____, is incorporated under the laws of the State of *(name)* _____, and has its principal place of business in the State of *(name)* _____. *Or* is incorporated under the laws of *(foreign nation)* _____, and has its principal place of business in *(name)* _____.

(If more than one defendant is named in the complaint, attach an

additional page providing the same information for each additional defendant.)

3. The Amount in Controversy

The amount in controversy—the amount the plaintiff claims the defendant owes or the amount at stake—is more than $75,000, not counting interest and costs of court, because *(explain)*:

_____

_____

_____

III. Statement of Claim

Write a short and plain statement of the claim. Do not make legal arguments. State as briefly as possible the facts showing that each plaintiff is entitled to the damages or other relief sought. State how each defendant was involved and what each defendant did that caused the plaintiff harm or violated the plaintiff's rights, including the dates and places of that involvement or conduct. If more than one claim is asserted, number each claim and write a short and plain statement of each claim in a separate paragraph. Attach additional pages if needed.

_____

_____

_____

_____

_____

IV. Relief

State briefly and precisely what damages or other relief the plaintiff asks the court to order. Do not make legal arguments. Include any basis for claiming that the wrongs alleged are continuing at the present time. Include the amounts of any actual damages claimed for the acts alleged and the basis for these amounts. Include any punitive or exemplary damages claimed, the amounts, and the reasons you claim you are entitled to actual or punitive money damages.

_____

_____

_____

_____

_____

V. Certification and Closing

Under Federal Rule of Civil Procedure 11, by signing below, I certify to the best of my knowledge, information, and belief that this complaint: (1) is not being presented for an improper purpose, such as to harass, cause unnecessary delay, or needlessly increase the cost of litigation; (2) is supported by existing law or by a nonfrivolous argument for extending, modifying, or reversing existing law; (3) the factual contentions have evidentiary support or, if specifically so identified, will likely have evidentiary support after a reasonable opportunity for further investigation or discovery; and (4) the complaint otherwise complies with the requirements of Rule 11.

A. For Parties Without an Attorney

I agree to provide the Clerk's Office with any changes to my address where case-related papers may be served. I understand that my failure to keep a current address on file with the Clerk's Office may result in the dismissal of my case.

Date of signing: _____, 20__.

Signature of Plaintiff _____

Printed Name of Plaintiff _____

B. For Attorneys

Date of signing: _____, 20__.

Signature of Attorney _____

Printed Name of Attorney _____

Bar Number _____

Name of Law Firm _____

Address _____

Telephone Number _____

E-mail Address _____

JS 44 (Rev. 12/12)

CIVIL COVER SHEET

The JS 44 civil cover sheet and the information contained herein neither replace nor supplement the filing and service of pleadings or other papers as required by law, except as provided by local rules of court. This form, approved by the Judicial Conference of the United States in September 1974, is required for the use of the Clerk of Court for the purpose of initiating the civil docket sheet. *(SEE INSTRUCTIONS ON NEXT PAGE OF THIS FORM.)*

I. (a) PLAINTIFFS

(b) County of Residence of First Listed Plaintiff _____
(EXCEPT IN U.S. PLAINTIFF CASES)

(c) Attorneys *(Firm Name, Address, and Telephone Number)*

DEFENDANTS

County of Residence of First Listed Defendant _____
(IN U.S. PLAINTIFF CASES ONLY)

NOTE: IN LAND CONDEMNATION CASES, USE THE LOCATION OF THE TRACT OF LAND INVOLVED.

Attorneys *(If Known)*

II. BASIS OF JURISDICTION *(Place an "X" in One Box Only)*

- ❒ 1 U.S. Government Plaintiff
- ❒ 3 Federal Question *(U.S. Government Not a Party)*
- ❒ 2 U.S. Government Defendant
- ❒ 4 Diversity *(Indicate Citizenship of Parties in Item III)*

III. CITIZENSHIP OF PRINCIPAL PARTIES *(Place an "X" in One Box for Plaintiff and One Box for Defendant)*
(For Diversity Cases Only)

	PTF	DEF		PTF	DEF
Citizen of This State	❒ 1	❒ 1	Incorporated *or* Principal Place of Business In This State	❒ 4	❒ 4
Citizen of Another State	❒ 2	❒ 2	Incorporated *and* Principal Place of Business In Another State	❒ 5	❒ 5
Citizen or Subject of a Foreign Country	❒ 3	❒ 3	Foreign Nation	❒ 6	❒ 6

IV. NATURE OF SUIT *(Place an "X" in One Box Only)*

CONTRACT
- ❒ 110 Insurance
- ❒ 120 Marine
- ❒ 130 Miller Act
- ❒ 140 Negotiable Instrument
- ❒ 150 Recovery of Overpayment & Enforcement of Judgment
- ❒ 151 Medicare Act
- ❒ 152 Recovery of Defaulted Student Loans (Excludes Veterans)
- ❒ 153 Recovery of Overpayment of Veteran's Benefits
- ❒ 160 Stockholders' Suits
- ❒ 190 Other Contract
- ❒ 195 Contract Product Liability
- ❒ 196 Franchise

REAL PROPERTY
- ❒ 210 Land Condemnation
- ❒ 220 Foreclosure
- ❒ 230 Rent Lease & Ejectment
- ❒ 240 Torts to Land
- ❒ 245 Tort Product Liability
- ❒ 290 All Other Real Property

TORTS

PERSONAL INJURY
- ❒ 310 Airplane
- ❒ 315 Airplane Product Liability
- ❒ 320 Assault, Libel & Slander
- ❒ 330 Federal Employers' Liability
- ❒ 340 Marine
- ❒ 345 Marine Product Liability
- ❒ 350 Motor Vehicle
- ❒ 355 Motor Vehicle Product Liability
- ❒ 360 Other Personal Injury
- ❒ 362 Personal Injury - Medical Malpractice

PERSONAL INJURY
- ❒ 365 Personal Injury - Product Liability
- ❒ 367 Health Care/ Pharmaceutical Personal Injury Product Liability
- ❒ 368 Asbestos Personal Injury Product Liability

PERSONAL PROPERTY
- ❒ 370 Other Fraud
- ❒ 371 Truth in Lending
- ❒ 380 Other Personal Property Damage
- ❒ 385 Property Damage Product Liability

CIVIL RIGHTS
- ❒ 440 Other Civil Rights
- ❒ 441 Voting
- ❒ 442 Employment
- ❒ 443 Housing/ Accommodations
- ❒ 445 Amer. w/Disabilities - Employment
- ❒ 446 Amer. w/Disabilities - Other
- ❒ 448 Education

PRISONER PETITIONS

Habeas Corpus:
- ❒ 463 Alien Detainee
- ❒ 510 Motions to Vacate Sentence
- ❒ 530 General
- ❒ 535 Death Penalty

Other:
- ❒ 540 Mandamus & Other
- ❒ 550 Civil Rights
- ❒ 555 Prison Condition
- ❒ 560 Civil Detainee - Conditions of Confinement

FORFEITURE/PENALTY
- ❒ 625 Drug Related Seizure of Property 21 USC 881
- ❒ 690 Other

LABOR
- ❒ 710 Fair Labor Standards Act
- ❒ 720 Labor/Management Relations
- ❒ 740 Railway Labor Act
- ❒ 751 Family and Medical Leave Act
- ❒ 790 Other Labor Litigation
- ❒ 791 Employee Retirement Income Security Act

IMMIGRATION
- ❒ 462 Naturalization Application
- ❒ 465 Other Immigration Actions

BANKRUPTCY
- ❒ 422 Appeal 28 USC 158
- ❒ 423 Withdrawal 28 USC 157

PROPERTY RIGHTS
- ❒ 820 Copyrights
- ❒ 830 Patent
- ❒ 840 Trademark

SOCIAL SECURITY
- ❒ 861 HIA (1395ff)
- ❒ 862 Black Lung (923)
- ❒ 863 DIWC/DIWW (405(g))
- ❒ 864 SSID Title XVI
- ❒ 865 RSI (405(g))

FEDERAL TAX SUITS
- ❒ 870 Taxes (U.S. Plaintiff or Defendant)
- ❒ 871 IRS—Third Party 26 USC 7609

OTHER STATUTES
- ❒ 375 False Claims Act
- ❒ 400 State Reapportionment
- ❒ 410 Antitrust
- ❒ 430 Banks and Banking
- ❒ 450 Commerce
- ❒ 460 Deportation
- ❒ 470 Racketeer Influenced and Corrupt Organizations
- ❒ 480 Consumer Credit
- ❒ 490 Cable/Sat TV
- ❒ 850 Securities/Commodities/ Exchange
- ❒ 890 Other Statutory Actions
- ❒ 891 Agricultural Acts
- ❒ 893 Environmental Matters
- ❒ 895 Freedom of Information Act
- ❒ 896 Arbitration
- ❒ 899 Administrative Procedure Act/Review or Appeal of Agency Decision
- ❒ 950 Constitutionality of State Statutes

V. ORIGIN *(Place an "X" in One Box Only)*

- ❒ 1 Original Proceeding
- ❒ 2 Removed from State Court
- ❒ 3 Remanded from Appellate Court
- ❒ 4 Reinstated or Reopened
- ❒ 5 Transferred from Another District *(specify)*
- ❒ 6 Multidistrict Litigation

VI. CAUSE OF ACTION

Cite the U.S. Civil Statute under which you are filing ***(Do not cite jurisdictional statutes unless diversity)***:

Brief description of cause:

VII. REQUESTED IN COMPLAINT:

❒ CHECK IF THIS IS A **CLASS ACTION** UNDER RULE 23, F.R.Cv.P.

DEMAND $

CHECK YES only if demanded in complaint:
JURY DEMAND: ❒ Yes ❒ No

VIII. RELATED CASE(S) IF ANY

(See instructions): JUDGE _____ DOCKET NUMBER _____

DATE

SIGNATURE OF ATTORNEY OF RECORD

FOR OFFICE USE ONLY

RECEIPT # _____ AMOUNT _____ APPLYING IFP _____ JUDGE _____ MAG. JUDGE _____

Print Save As... Reset

INSTRUCTIONS FOR ATTORNEYS COMPLETING CIVIL COVER SHEET FORM JS 44

Authority For Civil Cover Sheet

The JS 44 civil cover sheet and the information contained herein neither replaces nor supplements the filings and service of pleading or other papers as required by law, except as provided by local rules of court. This form, approved by the Judicial Conference of the United States in September 1974, is required for the use of the Clerk of Court for the purpose of initiating the civil docket sheet. Consequently, a civil cover sheet is submitted to the Clerk of Court for each civil complaint filed. The attorney filing a case should complete the form as follows:

I.(a) **Plaintiffs-Defendants.** Enter names (last, first, middle initial) of plaintiff and defendant. If the plaintiff or defendant is a government agency, use only the full name or standard abbreviations. If the plaintiff or defendant is an official within a government agency, identify first the agency and then the official, giving both name and title.

(b) **County of Residence.** For each civil case filed, except U.S. plaintiff cases, enter the name of the county where the first listed plaintiff resides at the time of filing. In U.S. plaintiff cases, enter the name of the county in which the first listed defendant resides at the time of filing. (NOTE: In land condemnation cases, the county of residence of the "defendant" is the location of the tract of land involved.)

(c) **Attorneys.** Enter the firm name, address, telephone number, and attorney of record. If there are several attorneys, list them on an attachment, noting in this section "(see attachment)".

II. **Jurisdiction.** The basis of jurisdiction is set forth under Rule 8(a), F.R.Cv.P., which requires that jurisdictions be shown in pleadings. Place an "X" in one of the boxes. If there is more than one basis of jurisdiction, precedence is given in the order shown below.
United States plaintiff. (1) Jurisdiction based on 28 U.S.C. 1345 and 1348. Suits by agencies and officers of the United States are included here.
United States defendant. (2) When the plaintiff is suing the United States, its officers or agencies, place an "X" in this box.
Federal question. (3) This refers to suits under 28 U.S.C. 1331, where jurisdiction arises under the Constitution of the United States, an amendment to the Constitution, an act of Congress or a treaty of the United States. In cases where the U.S. is a party, the U.S. plaintiff or defendant code takes precedence, and box 1 or 2 should be marked.
Diversity of citizenship. (4) This refers to suits under 28 U.S.C. 1332, where parties are citizens of different states. When Box 4 is checked, the citizenship of the different parties must be checked. (See Section III below**; NOTE: federal question actions take precedence over diversity cases.**)

III. **Residence (citizenship) of Principal Parties.** This section of the JS 44 is to be completed if diversity of citizenship was indicated above. Mark this section for each principal party.

IV. **Nature of Suit.** Place an "X" in the appropriate box. If the nature of suit cannot be determined, be sure the cause of action, in Section VI below, is sufficient to enable the deputy clerk or the statistical clerk(s) in the Administrative Office to determine the nature of suit. If the cause fits more than one nature of suit, select the most definitive.

V. **Origin.** Place an "X" in one of the six boxes.
Original Proceedings. (1) Cases which originate in the United States district courts.
Removed from State Court. (2) Proceedings initiated in state courts may be removed to the district courts under Title 28 U.S.C., Section 1441. When the petition for removal is granted, check this box.
Remanded from Appellate Court. (3) Check this box for cases remanded to the district court for further action. Use the date of remand as the filing date.
Reinstated or Reopened. (4) Check this box for cases reinstated or reopened in the district court. Use the reopening date as the filing date.
Transferred from Another District. (5) For cases transferred under Title 28 U.S.C. Section 1404(a). Do not use this for within district transfers or multidistrict litigation transfers.
Multidistrict Litigation. (6) Check this box when a multidistrict case is transferred into the district under authority of Title 28 U.S.C. Section 1407. When this box is checked, do not check (5) above.

VI. **Cause of Action.** Report the civil statute directly related to the cause of action and give a brief description of the cause. **Do not cite jurisdictional statutes unless diversity.** Example: U.S. Civil Statute: 47 USC 553 Brief Description: Unauthorized reception of cable service

VII. **Requested in Complaint.** Class Action. Place an "X" in this box if you are filing a class action under Rule 23, F.R.Cv.P.
Demand. In this space enter the actual dollar amount being demanded or indicate other demand, such as a preliminary injunction.
Jury Demand. Check the appropriate box to indicate whether or not a jury is being demanded.

VIII. **Related Cases.** This section of the JS 44 is used to reference related pending cases, if any. If there are related pending cases, insert the docket numbers and the corresponding judge names for such cases.

Date and Attorney Signature. Date and sign the civil cover sheet.

AO 240 (Rev. 07/10) Application to Proceed in District Court Without Prepaying Fees or Costs (Short Form)

UNITED STATES DISTRICT COURT

for the

District of Maine

Plaintiff/Petitioner	)	
v.	)	Civil Action No. _____
	)	
Defendant/Respondent	)	_____

APPLICATION TO PROCEED IN DISTRICT COURT WITHOUT PREPAYING FEES OR COSTS
(Short Form)

I am a plaintiff or petitioner in this case and declare that I am unable to pay the costs of these proceedings and that I am entitled to the relief requested.

In support of this application, I answer the following questions under penalty of perjury:

1. *If incarcerated.* I am being held at: _____.
If employed there, or have an account in the institution, I have attached to this document a statement certified by the appropriate institutional officer showing all receipts, expenditures, and balances during the last six months for any institutional account in my name. I am also submitting a similar statement from any other institution where I was incarcerated during the last six months.

2. *If not incarcerated.* If I am employed, my employer's name and address are:

My gross pay or wages are: $ _____, and my take-home pay or wages are: $ _____per____

(specify pay period) _____.

3. *Other Income.* In the past 12 months, I have received income from the following sources *(check all that apply)*:

(a) Business, profession, or other self-employment	❒ Yes	❒ No
(b) Rent payments, interest, or dividends	❒ Yes	❒ No
(c) Pension, annuity, or life insurance payments	❒ Yes	❒ No
(d) Disability, or worker's compensation payments	❒ Yes	❒ No
(e) Gifts, or inheritances	❒ Yes	❒ No
(f) Any other sources	❒ Yes	❒ No

If you answered "Yes" to any question above, describe below or on separate pages each source of money and state the amount that you received and what you expect to receive in the future.

4. Amount of money that I have in cash or in a checking or savings account: $ _____.

5. Any automobile, real estate, stock, bond, security, trust, jewelry, art work, or other financial instrument or thing of value that I own, including any item of value held in someone else's name *(describe the property and its approximate value)*:

6. Any housing, transportation, utilities, or loan payments, or other regular monthly expenses *(describe and provide the amount of the monthly expense)*:

7. Names (or, if under 18, initials only) of all persons who are dependent on me for support, my relationship with each person, and how much I contribute to their support:

8. Any debts or financial obligations *(describe the amounts owed and to whom they are payable)*:

Declaration: I declare under penalty of perjury that the above information is true and understand that a false

Date: _____

_____
Applicant's signature

Printed name

UNITED STATES DISTRICT COURT
FOR THE
DISTRICT OF MAINE

_____
Plaintiff(s)

vs. Civil Action No:

_____
Defendant(s)

NOTICE OF PRO SE APPEARANCE

I, , a Plaintiff/Defendant in the above captioned matter, hereby enter my appearance as a *pro se* party. I understand that I am responsible for notifying the Court of any changes to my mailing address as well as any change in my status should I obtain representation by an attorney in the future.
All court papers may be mailed to me by first class mail at the address shown below; however, if I, , elect to complete and submit an ECF Pro Se Registration form, I will abide by the conditions set forth in the document titled "ECF Registration for Pro Se Filers".

Pursuant to Fed.R.Civ.P. 5(d), I also understand that I am responsible for serving upon all parties who appear in this action a copy of the document I filed and also provide the Court with a *Certificate of Service* which attests to this fact.

My Street Address is:

My Mailing Address:
(if different from street address:)

Town/City State/ Zip Code :

Town/City State/ Zip Code :

Telephone Number:

Date:

Signature:

UNITED STATES DISTRICT COURT
FOR THE
DISTRICT OF MAINE

Name(s) of Plaintiff(s)

v. Case No.:

Name(s) of Defendant(s)

CERTIFICATE OF SERVICE

I, , representing myself, do hereby certify that on

this day of , 20 I served a copy of the foregoing on the opposing side by

mailing/hand delivering a copy thereof to (list the name and addresses of the

person(s) you sent a copy to):

_____ _____

_____ _____

_____ _____

_____ _____

Signature : Date:

DISTRICT COURT FEE SCHEDULE

Effective December 1, 2013

FILING FEES

Filing fee for civil actions	$400
Filing fee for appeal	$505
Filing fee for certain miscellaneous cases. Applicable in the following instances: • *For filing any document that is not related to a pending case or proceeding.* • *Filing of a petition to perpetuate testimony, Rule 27(a), Federal Rules of Civil Procedure* • *Filing of papers by trustees under 28 U.S.C. § 754* • *Filing of letters rogatory or letters of request* • *Registering of a judgment from another district pursuant to 28 U.S.C. § 1963.* • *Registration of Foreign Judgment* • *Power of Attorney*	$46
For an appeal to a district judge from a judgment of conviction by a magistrate judge in a misdemeanor case.	$37
For filing an action brought under Title III of the Cuban Liberty and Democratic Solidarity (LIBERTAD) Act of 1996, P.L. 104-114, 110 Stat. 785 (1996).	$6,355

COPY & RECORDS RETRIEVAL FEES

For conducting a search of the district court records. *[1]	$30 per name or item searched

*[1] **Note**: This fee applies to services rendered on behalf of the United States if the information requested is available through electronic access.

For reproducing any record of paper. *[2]	50 cents per page

*[2] **Note**: This fee applies to services rendered on behalf of the United States if the record or paper requested is available through electronic access

For printing electronic records.	10 cents per page

For reproduction of an audio recording of a court proceeding. *[3]	$30 including the cost of materials

*[3] **Note**: This fee applies to services rendered on behalf of the United States if the recording is available electronically.

For retrieval of one box of records from a Federal Records Center, National Archives, or other storage location removed from the place of business of the court. For retrievals involving multiple boxes, additional charges apply.	$64 for one box, $39 for each additional box
ATTORNEY ADMISSIONS FEES For admission of attorneys to practice, including a certificate of admission.	$176
For a duplicate certificate of admission or certificate of good standing.	$18
PRO HAC VICE ADMISSION FEES	$100
MISCELLANEOUS FEES	
For certification of any document.	$11
For exemplification of any document.	$21
For a check paid into the court which is returned for lack of funds.	$53

The Clerk shall assess a charge for the handling of registry funds deposited with the court, to be assessed from interest earnings. See Local Rule 67.

United States District Court
District of Maine

ECF REGISTRATION FORM FOR PRO SE FILERS

Purpose: Use this form to register for transmission and electronic notification using the Electronic Case Files (ECF) System. Registered users will have permission to receive electronic notification of documents submitted electronically and to view the electronic docket sheets and documents. **Questions?** Visit our website at **www.med.uscourts.gov**	**Instructions**: **You cannot submit this form electronically.** Complete the form on-line, print, sign, and return it to the Clerk's Office at the address below. The Clerk's Office will notify you by e-mail upon successful registration. All information is required, including your original signature.

Name: *(First, Middle Initial, Last)*	**Address:**
Telephone:	
E-mail address:	
Place of Birth:	*(For security and confirmation purposes)*

By submitting this registration form, the undersigned agrees to the following:

1. I agree that entering /s/ and my typed name (ex. /s/ John Doe) on all documents filed with the Court will serve as my signature for purposes of the Federal Rules of Civil and Criminal Procedure.

2. In accordance with the provisions of F.R.Civ.P.5(b)(2)(E), I agree that I will receive service by electronic means.

3. I agree to waive the provisions of F.R.Civ.P.77(d) and F.R.Crim.P.49(c) providing for service of notice of the entry of an order or judgment by mail. I consent to notification of such service by electronic means.

4. I agree that all transmissions for electronic case filings of pleadings and documents to the ECF system shall be titled in accordance with the approved civil and criminal event menus of the ECF system.

5. I agree to abide by the Instructions for Non-Prisoner, Pro Se Litigants Registered with CM/ECF included herein and that all documents will be submitted in accordance with the Administrative Procedures Governing Filing and Service by Electronic Means and the Court's CM/ECF User Manual.

6. I understand that my failure to abide with the rules of this Court could result in forfeiture of my access to the Court's electronic in box and electronic notification via CM/ECF.

Signature:	**Date:**

Return this form to: Christa K. Berry, Clerk, U.S. District Court Attn: ECF Registrations 156 Federal St. Portland, ME 04101	**COURT USE ONLY:**

Processed by	
Test Message Sent	
Confirmation Message Sent	
Registration E-mail Sent	
Date scanned	

You will receive confirmation of your ECF Registration by e-mail.

Instructions for Non-Prisoner, Pro Se Litigants Registered with CM/ECF

Transmitting Documents for Filing in a Civil Action

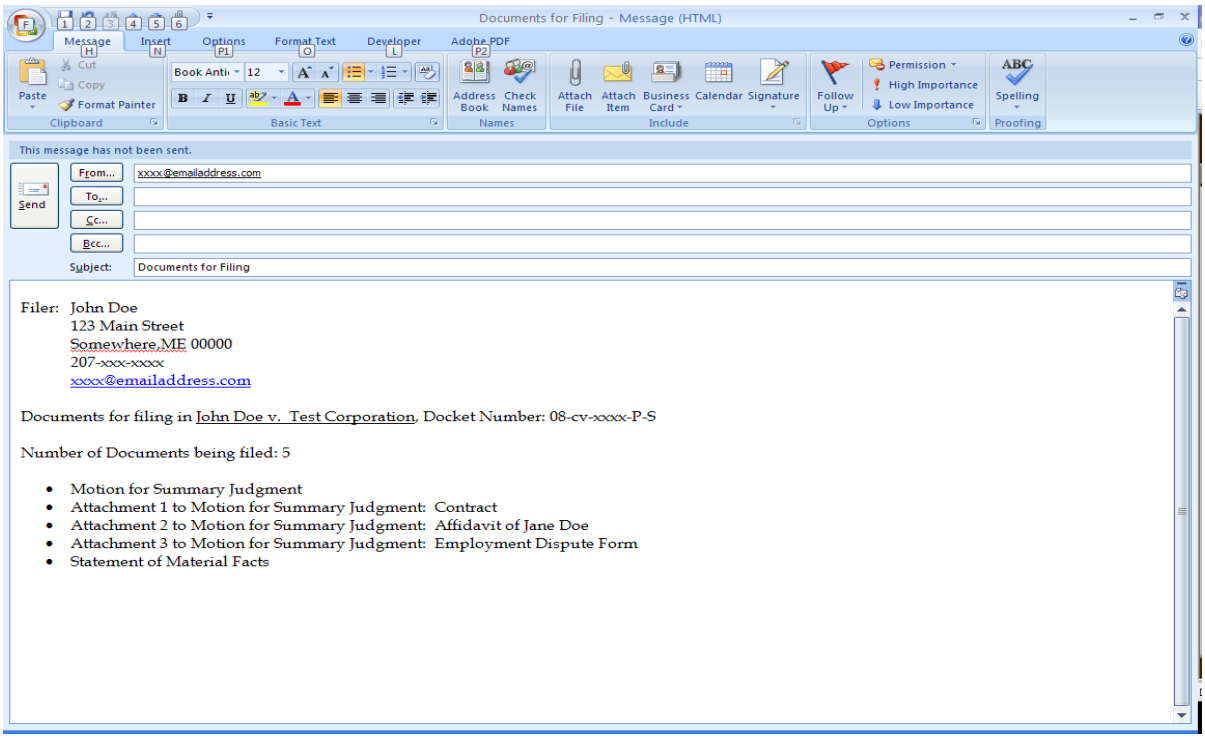
Documents shall be filed by e-mail in PDF so that the documents can be added to the Court's Electronic Case Filing System (ECF) by the Clerk's Office. No individual PDF document shall exceed 5 MB in size. Exceeding this limit may result in delivery failure. In the event that the number of email attachments exceeds 5 MB, consider sending the attachments over the course of several email messages in order to avoid a delivery failure.

The body of the e-mail must contain:

- The name of the filer;
- The address, e-mail address and telephone number of the registered pro se filer;
- The number of documents attached to the e-mail;
- The type of documents being filed including a brief description of documents attached;
- The title and docket number of the case.

Important: The body of the e-mail must not contain any other information. Only the documents attached to the e-mail will constitute your filing(s). Any information contained in the body of the e-mail does not constitute a filing and will not be docketed by the Clerk's Office.

Example:



E-mail for Bangor cases shall be sent to newcases.bangor@med.uscourts.gov
E-mail for Portland cases shall be sent to newcases.portland@med.uscourts.gov

Important: Registered pro se filers will continue to receive electronic notification (NEFs) from the CM/ECF System in cases to which they are a party.

Failure to abide with the rules of this Court and procedures for electronic case filing could result in forfeiture of your access to the Court's electronic in box and electronic notification via CM/ECF.

For detailed information and instructions concerning filing of pleadings and the Court's ECF System go to:

http://www.med.uscourts.gov/ecf/adminprocedures.htm

http://www.med.uscourts.gov/ecf/usermanual.htm

The Court's Help Desk is available Monday through Friday, if you need assistance.

- **Help Desk: Bangor 1-207-945-0575 ext. 1 or 1-866-820-5315 ext. 1 (toll free)**
- **Help Desk: Portland 1-207-780-3356 ext. 1 or 1-866-540-3017 ext. 1 (toll free)**
- **E-mail -- ecfhelp@med.uscourts.gov**